



Assistant City Manager/CFO

Salary: \$135,000 - \$ 150,000

The city of Brookhaven is accepting resumes for Assistant City Manager/CFO. The Assistant helps in the day to day oversight and operation of all departments of the City as directed by the City Manager. Project management and detailed reports on the progress of assigned projects is a regular part of the functions of the position. In addition to the Finance department he/she will be responsible for leading several departments which will be based on their individual skill set as well as their experience.

He/she will be responsible for providing leadership, vision and direction in developing both long-term and short-term financial goals and strategies for the City. The Assistant City Manager will serve as acting City Manager in the absence of the City Manager.

A Bachelor's Degree from an accredited college or university in public administration, finance, accounting, business administration or a closely related field required. Master's Degree is preferred. Must have ten years of progressively responsible municipal or urban county work experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

A full job description can be viewed below.

Please submit your resume, cover letter and salary requirements to: Careers@brookhavenga.gov

The City of Brookhaven is an equal opportunity employer.

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Assistant City Manager/CFO
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Department: City Manager

Pay Grade: 121

FLSA Status: Exempt

JOB SUMMARY:

The Assistant City Manager / CFO works under the supervision of the City Manager. The assistant helps in the day-to-day oversight and operation of all departments of the City as directed by the City Manager. Project management and detailed reports on the progress of assigned projects is a regular part of the functions of the position. In addition to the Finance department he/she will be responsible for leading several departments which will be based on their individual skill set as well as their experience. He/she will be responsible for providing leadership, vision and direction in developing both long-term and short-term financial goals and strategies for the City. The Assistant City Manager will serve as acting City Manager in the absence of the City Manager.

ESSENTIAL JOB FUNCTIONS:

- Assists the City Manager in the development of reports, research, recommendations for changes or improvements to operations, communications and general problem solving.
- Participates in local boards, committees and task forces as assigned.
- Assists the City Manager on all citizen contacts to assure timely and concise responses.
- Supports transparency in Government while furthering the goals and objectives of the City.
- Works well with the public and City Council to address concerns, complaints and conflict resolution while maintaining a positive attitude.
- Conducts themselves in a manner that is professional and represents the City in a positive way, always maintaining the highest level of integrity.
- Attendance at all City Council meetings.
- Articulates and communicates directives, City objectives or reports on work in a manner that is easy to understand by citizens, staff and elected officials.
- Well informed on the policies, ordinances and charter of Brookhaven and reports violations of any of these.
- Adapts to situations and has the ability to react to fast changing problems and circumstances.

- Works cooperatively with all employees toward the common goal of providing high quality service.
- In conjunction with the Finance Director develops and maintains the City's strong financial profile and carrying out a sound financial plan for financial services.
- Serves as a liaison with the City's independent internal auditor.
- Takes a leadership role in major decision making for the City, guiding resources and providing recommendations to City Manager for strategy direction of fiscal policy matters.
- Establishes and maintains collaborative relationships with neighboring and regional jurisdictions to leverage opportunities and further the City's goals.

MINIMUM REQUIREMENTS TO PERFORM WORK:

Bachelor's Degree from an accredited college or university in public administration, finance, accounting, business administration or a closely related field required, Master's Degree preferred. Must have ten years of progressively responsible municipal or urban county work experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess and maintain a valid Georgia's driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general management practices and principles including strategic planning.
- Knowledge of municipal operations, finance and services.
- Knowledge of local government practices and procedures including public sector procurement procedures.
- Ability to establish and maintain effective work relationships with City Manager, co-workers, elected officials and representatives of private/public entities in the community.
- Ability to prepare effective written reports and to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to coordinate complex, inter-departmental programs and procedures.
- Knowledge of debt issuance as well as bond rating requirements.
- Knowledge and ability to evaluate Budget process and proposals.
- Skill in leading all economic forecasting initiatives, to include complex economic development projects.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.